

**Maintenance.** The FAR outcome of Maintenance involves the proper maintenance of equipment, special tooling, and special test equipment.

To test for compliance, the Property Administrator (PA) shall ensure that the contractor's maintenance program provides for the disclosure and performance of preventive maintenance; the need for and reporting of Capital-type Rehabilitation and the recording of work performed.

The following guidelines should be used when reviewing/evaluating the contractor's maintenance program. Note: evaluating the contractor's maintenance program often requires assistance from other technical personnel such as Quality Assurance Specialists.

- Preventive Maintenance, FAR 52.245-1(f)(1)(ix). The maintenance program should include regularly scheduled inspections, calibration and maintenance performed to sustain suitability for intended use and to detect and correct minor deficiencies before they result in damage to property. Preventive maintenance includes lubrication, servicing, inspection, normal parts replacement to forestall excessive wear, malfunction, or deterioration of production or non-production facilities to ensure effective use for their designated purpose.

The program should also identify any special maintenance requirements; procedures and/or instructions should insure that the Government property's maintenance is performed in a timely manner and that all actions are recorded. Work orders and/or instructions for preventative maintenance should assign responsibility and include a checklist identifying all maintenance performed.

When performed by equipment operators, preventive maintenance procedures shall identify tasks, checklists, frequencies, recording requirements, and provide for reporting deficiencies when corrective maintenance is required. These procedures and instructions may be based on manufacturer's recommendations; Government instructions or technical manuals/publications, plant experience (peculiar operating conditions); engineering analysis (age and condition), tolerance requirements, safety considerations, Voluntary Consensus Standards, customary commercial practices and Industry leading practices.

- Corrective Maintenance. The maintenance program should provide for corrective actions and repair. This includes the disclosure and/or reporting of deficiencies by operational personnel; disclosure of deficiencies through preventive maintenance and/or inspections; initiating work orders with

detailed assignment, guidance, and responsibilities; and recording work accomplished.

- Capital Type Rehabilitation. Work that is outside of the normal maintenance obligation; i.e., preventive and corrective maintenance, is considered capital-type rehabilitation (CTR). Contractors are required by FAR 52.245-1 to disclose the need for CTR to the Contracting Officer (CO). The performance of CTR requires CO authorization. If routine and preventative maintenance and repair is not sufficient to sustain a property item's suitability for intended use the contractor should notify the CO promptly, and request direction regarding repair or replacement or other actions directed by the Government.
- Property with Technical Maintenance Manuals or Requirements. Maintenance of certain items of Government property must be accomplished in accordance with Government technical publications or manuals, where applicable, or other appropriate technical sources, including manufacturer's maintenance manuals, where available. Both scheduled and non-scheduled maintenance may be required. PAs should be aware that in some instances Government property may, by its nature, require maintenance to be performed by the Government instead of the contractor.